



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062423R00006-01

ISSUANCE DATE: April 19, 2022

CLOSING DATE/TIME: May 18, 2023/17:00 GMT

SUBJECT: Solicitation for an Offshore U.S. Personal Services Contractor as Benin Country Coordinator for US Strategy to Prevent Conflict and Promote Stability, USAID/West Africa

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to the CO via accrapsc@usaid.gov

Sincerely,

James Berscheit
Contracting Officer
Regional Executive Office
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062423R00006-01**
2. ISSUANCE DATE: **April 19 23, 2022**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **May 18, 2023, 17:00GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Benin Country Coordinator for US Strategy to Prevent Conflict and Promote Stability**
6. MARKET VALUE: **\$95,973 - \$124,764** equivalent to **GS-14**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 03/2023 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

| | |
|-------------------------|----------------------|
| Base Period: | o/a 6/2023 to 6/2025 |
| Option Period 1: | o/a 6/2025 to 6/2026 |
| Option Period 2: | o/a 6/2026 to 6/2027 |
| Option Period 3: | o/a 6/2027 to 6/2028 |

8. PLACE OF PERFORMANCE: U.S. Embassy, Cotonou, Benin
9. ELIGIBLE OFFERORS: **U.S. Citizens** (including lawful Permanent legal residents). Citizenship, if Dual, must be clearly stated.
10. SECURITY LEVEL REQUIRED: Secret
11. STATEMENT OF DUTIES

1. BACKGROUND:

The USAID/West Africa Regional Mission (USAID/WA) and U.S. Embassy Cotonou seeks an offshore U.S. Personal Services Contractor (USPSC) to serve as the Mission's Country Coordinator for U.S.

Strategy to Prevent Conflict and Promote Stability (USPCPS) for Benin.

The USAID/West Africa Regional Mission partners with regional organizations, the private sector and with local partners to achieve peace and prosperity. Our strategic vision focuses on transnational, transboundary, and multi-country issues. Our regional program, encompassing 21 countries including Benin, reinforces and supports the United States Agency for International Development and the United States Government's bilateral investments, moving the region toward greater freedom, prosperity, health, resilience, and, ultimately, sustainability. Delivering our programmatic services at the local, national, and regional levels, USAID/West Africa engages with West Africans to leverage the benefits of collective action.

The landmark 2019 Global Fragility Act (GFA) presents a new and necessary opportunity for the U.S. Government (USG) to prioritize conflict prevention and transform how it partners with countries affected by fragility and conflict to foster a more peaceful and stable world. The 2020 U.S. Strategy to Prevent Conflict and Promote Stability (SPCPS) conceives an integrated, evidence-based, prevention-focused, coherent, and field-driven approach to address drivers of fragility that can threaten U.S. national security.

The new U.S. SPCPS reflects a response to emerging threats and opportunities and outlines guiding principles to inform our whole-of-government work, in partnership with other countries, institutions, and organizations, as we implement the SPCPS and its four goals. The GFA requires a holistic approach to help partners address the political, social, and economic drivers of fragility, expand effective and accountable governance, and bolster local conflict resolution mechanisms. The U.S. SPCPS recognizes the transnational nature of threats to stability facing certain regions, and the need for regional solutions to address them. SPCPS implementation in Coastal West Africa (CWA) - Benin, Côte d'Ivoire, Ghana, Guinea and Togo – provides the opportunity to build capacity to respond more effectively to shocks and emerging challenges and leverage the transnational social, economic, and political factors that contribute to resilience and peace.

The SPCPS elevates connections to current and emerging challenges, including those regarding democracy, governance, respect for human rights, multilateralism, gender equality, youth participation, security and justice sector reform, atrocity prevention, global health security, conflict mitigation, peacebuilding, and climate change. Key to the success of SPCPS implementation is extensive and ongoing partnership with host country government, civil society, academics, private sector, and like-minded and non-traditional donors to jointly design programs, ensuring the local ownership that GFA and the SPCPS envision. There is a unique window of opportunity in CWA to engage regional bodies, governments, local communities, international partners, and sub-national partners to build on existing strengths and prevent internal and external threats from metastasizing into broader conflict or a humanitarian crisis. There is also an opportunity for synergy with stabilization and conflict prevention efforts in the Sahel. Challenges in the Sahel and CWA are interlinked, but each region also faces distinct local political dynamics that shape risks, resiliencies, and responses to conflict and violence. The regional effort proposed for CWA includes five countries, five USG Country Teams, and significant involvement from offices specializing in the entire West African region.

2. MAJOR ROLES AND RESPONSIBILITIES:

Under the direction of the Chief of Mission or their designate, the Benin Country Coordinator provides leadership, convening, and coordination for the interagency to advance the implementation of the 10-year Plan for the SPCPS in Benin, consistent with the goals and resources of the SPCPS.

As such, the Benin Country Coordinator acts as the U.S. Embassy's focal point in all GFA/SPCPS related matters for Benin. The position coordinates the broad program management for the multi-faceted GFA-funded program for Benin; coordinates the development, implementation, monitoring and reporting of GFA/SPCPS in Benin. The Country Coordinator serves as the key facilitator of the USG inter-agency

team implementing GFA/SPCPS activities in Benin through a holistic approach to help partners address the political, social, and economic drivers of fragility, expand effective and accountable governance, and bolster local conflict resolution mechanisms in Benin.

SPCPS implementation in Benin provides the opportunity to build regional capacity to respond more effectively to shocks and emerging challenges, and to leverage the transnational social, economic, and political nexuses that contribute to resilience and peace. The GFA Benin Country Coordinator will also play a role in the design and management of new Benin-based activities under SPCPS.

The duties of the SPCPS Benin Country Coordinator include:

- Facilitating, planning, coordinating, and reporting of the GFA-funded program performance for the inter-agency program in Benin.
- As directed by the Ambassador or her/his designate, overseeing processes to ensure that the GFA funds in Benin are wisely and effectively used to address the principles and priorities of the SPCPS.
- Coordinating with the SPCPS implementing agencies to ensure that funds are allocated strategically across agencies and technical areas; are coordinated with inputs from the partner country governments and other donors; are consistent with U.S. Government laws and policies, especially legislation pertaining specifically to GFA; and support the regional and national goals and plans of the partner regional institutions and governments.
- Working with SPCPS implementing agencies to coordinate reporting systems for tracking funds accurately so that resources are correctly directed and deployed rapidly.
- Briefing senior leaders (Washington and field) on upcoming actions, strategic vision, roadblocks, status, etc.
- Set agendas and chair working group meetings, looking ahead to identify future deliverables and use the meetings to get the inter-agency group operating as a cohesive team.
- Meet in small groups and one-on-one with technical representatives to explain work products, meet individual members where they are to enable full participation in the team
- Digest all the guidance and distill it for working group members to create awareness and synergies.
- Lead strategic and annual activity planning.
- Understand and work within the USG planning and implementation approaches for diplomacy, security, and development assistance to achieve GFA and SPCPS goals.

Within the U.S. Embassy in Benin, the Chief of Mission heads the SPCPS program and has final executive leadership for all program areas.

a) **Program Management and Implementation (40%)**

The SPCPS Benin Country Coordinator will in collaboration with the various relevant Agency points of contact provide leadership and technical direction to the USG interagency team at post in the development and implementation of all information and monitoring and evaluation (M&E) activities to meet the needs of GFA/SPCPS for Benin. S/he will ensure the use of data and knowledge-based program management in regard to all aspects (implementation, technology, costing) of GFA and the SPCPS related strategies. Specifically, s/he will manage and coordinate all related processes required for the development of the annual GFA Plans, Annual and Semi-Annual Program Results; oversee the fiscal year and planning year target setting exercises; and provide overall vision for the needs of GFA/SPCPS. The SPCPS Benin Country Coordinator will compile and evaluate results achieved by partner agencies against established targets and track overall progress in achieving GFA/SPCPS objectives for Benin.

- Communicate SPCPS policy and technical direction to agency leadership at post, including ensuring alignment of relevant development, diplomatic, and security efforts.
- Ensure that USG and post specific strategies are fully incorporated into Benin's SPCPS program implementation and regional strategies.
- Facilitate interagency strategic decision-making at post to ensure program sustainability in the following areas: country ownership, institutional ownership, and mutual accountability.
- Conduct analysis and reporting on the unique operational context of SPCPS implementation in Benin, including through cultivating relationships and contacts with key partners. Identify potential adjustments in SPCPS implementation based on changing contextual factors and U.S. and Beninese priorities.
- Lead drafting to SPCPS taskings, annual reports, and other administrative tasks.
- Counsel and advise Post and Washington leadership regarding the optimal mix of funding support and activity design for the country level SPCPS programs in Benin.

b) Reporting and Monitoring, Evaluation, and Learning (MEL) (20%)

The Country Program Manager will hold overall responsibility for implementing the CWA MEL plan in Benin and will manage the implementation of the CWA MEL plan to include:

- Coordinate and facilitate the inter-agency approach to GFA and the SPCPS within Embassy Cotonou.
- Provide technical guidance to CORs/AORs (or others in charge of contract/grant management and oversight) and implementing partners working on activities relevant to SPCPS focused on MEL concepts, processes, design, training, and best practices, especially as relates to preventing violent extremism.
- Provide advanced direction and technical guidance on implementation and maintenance of the CWA MEL plan in Benin, focusing on the activity and country levels, and promoting evidence-based decision making and adaptive management.
- Synthesize activity-level data into regional findings and learning and provide inputs into periodic and requested reporting at the regional level.
- Maintain relationships with key partners related to MEL, including other agencies, host country governments, civil society organizations, and other donors.
- Provide required briefings to senior leadership, including the Deputy Regional Coordinator, the Regional Coordinator, and the Chief of Mission or her/his designate regarding MEL processes, analyses, and findings.

c) SPCPS Representation 20%

- Assist in assuring the accountability of GFA/SPCPS efforts supported by the USG to Administration officials, Congress, and the public through the development and communication of appropriate statements, reports, and presentations.
- Represent the embassy interagency in GFA/SPCPS working groups and ad-hoc meetings as needed and ensure that all relevant interagency staff and implementing agencies are informed of the outcomes and consulted in decision-making situations.
- Counsel and advise U.S. Embassy staff in Benin on relevant SPCPS policies and issues that emerge in various settings with stakeholders.
- In coordination with GFA/SPCPS leadership from other USG agencies, plan and direct the identification, development, implementation, and monitoring of outreach and/or liaison activities and initiatives with USG representatives (including Congressional staff), the partner government, international organizations, non-governmental organizations, and regional donors.
- Inform and engage the Chief of Mission, USG representatives in-country GFA/SPCPS regional

and bilateral programs, non-governmental organizations, and partner government officials on GFA/SPCPS program achievements, concerns, and needs to reinforce initiatives to accomplish the goals of GFA and the U.S. SPCPS through bilateral and multilateral diplomatic efforts.

d) **Collaboration among Major Non USG Stakeholder (20%)**

- Collaborate and share information with regional, host nation and multilateral partners, and other donors to prevent conflict and promote stability in CWA.
- Liaise with these development partners to ensure complementarity between the USG investments and other donors in Benin.
- Along with other USG implementing agency country staff, establish appropriate protocol for collaboration with the Government of Benin (GOB), including providing oversight and developing the vision of USG interaction with the GOB on all aspects of the SPCPS 10-year implementation plan.
- Promote alignment with and understanding of the various GOB priorities and policies among USG staff implementing the SPCPS-funded programs.
- Lead discussions, as appropriate, about the timing and planning for transition from USG resources toward other types of funding for sustainable responses to prevent conflict and promote stability in Benin.
- Work with Embassy staff from all USG agencies on outreach to and engagement of civil society and private-sector partners, including advocacy groups, faith- and community-based organizations, and businesses in the SPCPS programs.
- Collaborate closely with Embassy Cotonou agency and section leads to ensure alignment of diplomacy, messaging, and assistance efforts across SPCPS partners.

3. OTHER SIGNIFICANT FACTORS:

Supervisory Relationship: This position will be administratively hired by the USAID/West Africa Regional Office in Accra but will be reporting on a day-to-day basis to the U.S. Embassy in Benin to serve as an inter-agency Benin Country Coordinator and manager of the SPCPS program in Benin.

The Benin Country Coordinator reports to the Deputy Chief of Mission who provides on-site management and country-level policy direction. S/He represents the Embassy as the primary point of contact and coordinator of activities related to in-country, playing a critical role in the planning, implementing, and reporting of program performance. The coordinator will serve as liaison to the interagency at post and regionally and ensure that the GFA regional and bilateral programs in CWA are routinely informed about and in alignment with key GFA developments, strategic directions, and reporting timelines. Administrative supervision by the Deputy Chief of Mission includes approval for travel, leave, and time and attendance. These actions will be administered under Embassy Cotonou. This position should coordinate closely with the Regional Coordinator based in Accra.

Supervisory Controls: The Deputy Chief of Mission will supervise this position. Under the leadership of the Deputy Chief of Mission, the Country Coordinator will meet frequently with the Ambassador or his/her designate to brief them on important program or management issues and carry COM concerns back to the SPCPS team.

Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the U.S. Government. However, internally s/he will play a key role in shaping the Mission's decisions regarding strategic planning, monitoring and evaluation, project design and other key

programming functions.

Nature, level, and purpose of contacts: The Benin Country Coordinator is expected to meet occasionally with high-level officials from the Government of Benin. They are required to maintain a solid working relationship with all USG agencies represented at post involved with SPCPS to function effectively. They are required to work closely with the USG agencies implementing the SPCPS, foundations, NGOs, other foreign donors, and other local and international and regional institutions as appropriate (ECOWAS, Accra Initiative, G5 Sahel, etc.).

Exercise of Judgment: A high degree of judgment will be required to plan, coordinate, and represent U.S. Embassy Cotonou's SPCPS-interests to a wide variety of stakeholders within the Embassy and in Washington D.C., as well as with the donor community and the Government of Benin. As a highly qualified professional, substantial reliance will be placed on the incumbent to independently plan, analyze, and evaluate, formulating conclusions and recommendations for U.S. Embassy Cotonou. The incumbent will be expected to resolve problems that arise by determining the approaches to be taken and methodologies to be used; making independent judgments that can be defended, as necessary.

Supervision Exercised: The incumbent may be called upon to provide coaching and mentoring to State, USAID and other interagency personnel working on SPCPS.

Time Required to Perform Full Range of Duties: The incumbent is expected to perform the full range of duties within the first three months.

Available Guidelines: The incumbent is expected to become familiar with all things related to GFA, the SPCPS, and U.S. Embassy Cotonou efforts to plan and advance SPCPS in Benin. The incumbent must be able to articulate how SPCPS for CWA aligns with U.S. Cotonou's Integrated Country Strategy. The incumbent is also expected to understand specific policies and procedures of the participating SPCPS agencies which are relevant to project activity planning and management. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the overall GFA initiative and keeping abreast of evolving development on related issues in CWA.

Extraordinary Situations or Conditions: The legal, regulatory, and policy framework for the position is broadly stated and lacks detail and specificity; it largely consists of pertinent sections of the public laws authorizing and funding GFA, the President's vision for GFA, the U.S. SPCPS, and the strategic objectives and views of the USG. As a result of the nonspecific nature of these few, available guidelines, the Benin Country Coordinator must exercise considerable judgment and ingenuity within their overall intent to devise and oversee the strategies, tactical approaches, and program initiatives that will strengthen the quality, availability, and sustainability of regional and bilateral programs implemented under the GFA.

4. MINIMUM QUALIFICATIONS REQUIRED:

The SPCPS Benin Country Coordinator position requires a highly qualified and experienced individual with exceptional interpersonal and communication skills, the ability to foster inter-agency collaboration and strategic cooperation, the ability to foster inter-agency technical teamwork, the capacity for strategic thinking, and an understanding of the technical and policy requirements to achieve the goals of the GFA

and the U.S. SPCPS in CWA. S/he must be familiar with and be able to work well in an overseas environment and with a wide range of governmental and non-governmental counterparts. S/he must have the following qualifications:

Education:

A bachelor's degree in a relevant professional discipline, such as Public Policy, Conflict Prevention and Response, Democracy, Human Rights, and Governance, Business Administration, or related subject, is required.

Work Experience:

- At least five years of experience coordinating and managing programs.
- At least one year experience supervising and managing staff.
- Must demonstrate experience operating in his/her non-native cultural environment and demonstrate strong knowledge and understanding of policies and programming parameters. Actual experience managing conflict prevention and response and democracy, human rights, and governance programs is preferred.
- Demonstrated experience managing programs with cooperation among multiple USG agencies with sometimes competing priorities and demands is preferred.
- Team leadership and team building experience.

Language:

Proficiency in English, including speaking, writing, and reading is required. At the minimum, the candidate should have an intermediate level of French language skills, including ability to speak, write and read, with a demonstrated capability to operate in a French speaking country. Language proficiency for both English and French may be tested during the interviews.

1. EVALUATION FACTOR/SELECTION CRITERIA:

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview, but an interview is not always necessary.

A. Education (5 points):

- A bachelor's degree in or higher in a relevant professional field such as international development, international relations, Business Administration, Strategic studies, Conflict Prevention and Response, Democracy, Human Rights and Governance, Public Policy, or other related field of study is required.

B. Prior Work Experience (35 points):

- Experience in monitoring and evaluation of assistance programs, including experience in assessments, learning, and evaluative methods particularly complexity aware MEL.
- Experience with MEL focused on diplomatic and/or security actions is a plus, as well as work in complex and non-permissive environments.
- Demonstrated experience in designing, facilitating, and evaluating tailored learning activities across a variety of themes, forums, and stakeholders.
- Experiencing developing, testing, and assessing innovative approaches to complex problems is required.

- Must demonstrate experience operating in his/her non-native cultural environment and demonstrate strong knowledge and understanding of policies and programming parameters.
- Actual experience managing conflict prevention and response and democracy, human rights, and governance programs is preferred.
- Demonstrated experience managing programs with cooperation among multiple USG agencies with sometimes competing priorities and demands is preferred.
- Must demonstrate leadership and team building experience.

C. Language Proficiency (10 points): Proficiency in English, including speaking, writing, and reading is required. At the minimum, the candidate should have an intermediate level of French language skills, including ability to speak, write and read, with a demonstrated capability to operate in a French speaking country. Language proficiency for both English and French will be tested during the interviews.

D. Knowledge & Experience (15 points): The incumbent must have demonstrated experience with donors, NGOs, international organizations, the military, and/or Embassies. The incumbent must demonstrate experience operating in a non-native cultural environment and strong knowledge of U.S. policies and programming parameters. Actual experience managing or implementing countering/preventing violent extremism, conflict prevention and response and democracy, human rights, and governance programs is preferred.

E. Skills and Abilities (15 points): Excellent communication skills, verbal and written, particularly in writing and editing, are essential, as is the ability to develop relationships, network and operate in the U.S. Government interagency. Good interpersonal skills, including an ability to build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a dynamic fast paced environment. Excellent facilitation skills both for virtual and in-person meetings, using a variety of facilitation methods, including participatory and co-creation techniques, and various technology platforms is essential. Ability to complete multiple tasks simultaneously, ability to handle broadly defined tasks independently, and to work effectively under pressure with minimal supervision, while being a strong team player.

Interview (20 points)

The candidate's performance during the interview, responding to a set of questions related to their knowledge, skills, and abilities.

Total: 100 points

Reference Check

Reference checks will be conducted for the top candidates resulting from the assessment of the evaluation factors. No score, a satisfactory or unsatisfactory rating will be applied.

Note: References may be obtained independently from other sources in addition to the ones provided by an offeror. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals,"

available at <http://www.usaid.gov/forms>.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to accrapsc@usaid.gov
11. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Cost-of-Living Allowance (Chapter 210)
- (c) Post Differential (Chapter 500)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USPSC awards are available at these sources:

- a. USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

- b. ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)**

(a) Definition. As used in this clause - United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana

Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirement of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S state or outlying area subject to a court order prohibiting the application of requirement pursuant to the Executive Order (hereinafter, Excluded State or outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Area is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

- c. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

| ITEM NO | SUPPLIES/SERVICES (DESCRIPTION) | QTY | UNIT | UNIT PRICE | AMOUNT (F) |
|---------|---|-----|------|------------|-----------------------------------|
| 0001 | Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD | 2 | LOT | \$ TBD | \$TBD at Award after negotiations |
| 1001 | Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD | 1 | LOT | \$ TBD | \$TBD at Award after negotiations |
| 2001 | Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD | 1 | LOT | \$ TBD | \$TBD at Award after negotiations |

| | | | | | |
|------|--|---|-----|--------|-----------------------------------|
| 3001 | Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 Accounting Info: TBD | 1 | LOT | \$ TBD | \$TBD at Award after negotiations |
|------|--|---|-----|--------|-----------------------------------|

- d. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
- e. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .

[END OF SOLICITATION]